



# Common Origination and Disbursement COD Processing Update For Pell Grants

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December 16, 2005

## *Pell Grants*

### COD News

**NEW!**

#### **COD Web Site Report Outage Planned For Friday, December 16, 2005 through Saturday, December 17, 2005 (12/16/05)**

The Report section of the COD Web site will undergo maintenance on Friday, December 16, 2005 from 8:30 P.M. (ET) until 9:00 A.M. (ET) Saturday, December 17, 2005. During this period, users will not be able to retrieve reports via the Services tab on the COD Web site. COD apologizes for any inconvenience this outage may cause. If you have any questions, contact the COD School Relations Center.

**NEW!**

#### **COD Holiday Schedule For December 26, 2005 And January 2, 2006 (12/16/05)**

The COD School Relations Center will be closed on Monday, December 26, 2005, in observance of the Christmas Holiday. The COD System will accept and process data from schools and send back responses/acknowledgements on December 26, 2005. However, requests for changes in funding levels and for funds will not be processed until Tuesday, December 27, 2005.

Additionally, the COD School Relations Center will be closed on Monday, January 2, 2006, in observance of the New Year's Holiday. The COD System will accept and process data from schools and send back responses/acknowledgements on January 2, 2006. However, requests for changes in funding levels and for funds will not be processed until Tuesday, January 3, 2006.

Further information regarding Christmas/New Year's holiday processing and customer service hours for COD and other FSA/ED call centers is available in an Electronic Announcement on the IFAP Web site at [www.ifap.ed.gov](http://www.ifap.ed.gov).

**NEW!**

#### **Unlocking And Resetting COD Web Site Passwords (12/16/05)**

COD would like to remind COD Web site users that Security Administrators (COD Web site User Level 5) are able to unlock and reset passwords for the users (User Level 1-4) they established at their school or organization. However, if the Security Administrator needs his or her password unlocked or reset, the Security Administrator must contact the COD School Relations Center.

In order to unlock users, a Security Administrator should log in to the COD Web site, [www.cod.ed.gov](http://www.cod.ed.gov), and complete the following steps:



# Common Origination and Disbursement

## COD Processing Update

### For Pell Grants

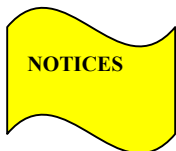
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- Step 1: From the Welcome to Common Origination & Disbursement Web Site screen, click on the User tab on the blue bar at the top of the screen. The User Search screen displays.
- Step 2: Enter the search criteria for the user and click on the submit button at the bottom of the User Search screen. The Search Results screen displays and lists users that match the search criteria.
- Step 3: On the Search Results screen, select the name of the user that needs to be unlocked. The User Information screen displays.
- Step 4: Click on the Modify button at the bottom of the User Information screen. The Update User Profile screen displays.
- Step 5: The Locked Out box on the Update User Profile screen contains a checkmark. Click on the Locked Out box to remove the checkmark.
- Step 6: If a new temporary password is not needed, skip this item and go to Step 7. If a new temporary password is needed, enter the new temporary password in the New Password field. Then re-enter the new password in the Re-enter New Password field to confirm. The user will need to change this password to one of his or her choosing.
- Step 7: Click on the submit button at the bottom of the Update User Profile screen. The Update Your Profile screen displays.
- Step 8: On the Update Your Profile screen, click on the Submit button to confirm the updates made to the user's profile.

#### **Hurricane Information (09/14/05)**

FSA has established a link on the IFAP Web site, <http://www.ifap.ed.gov/eannouncements/katrina.html>, as a central location for posting up-to-date hurricane information and guidance. Click on this link regularly for updates related to the impact of recent hurricanes on students, parents, borrowers, colleges and universities, and financial institutions that participate in the Federal higher education student assistance programs.

### **Reports And Data Requests**



This section contains important notices regarding reports and/or data requests. While we encourage you to review this section, note that some schools may not be impacted by the information presented below.

- |                                                               |                                                                                                                                                                                   |
|---------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| • SSN/Name/Date of Birth Change Report for December 10, 2005— | Has been sent to schools' SAIG mailboxes. However, this report is not available on the COD Web site. COD will inform schools when this report is available on the web. (12/13/05) |
| • Pending Disbursement List for December 10, 2005—            | Has been sent to schools' SAIG mailboxes. However, this report is not available on the COD Web site. COD will inform schools when this report                                     |



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is available on the web. (12/13/05)

- Pell Year-to-Date (YTD) Records—

The YTD Record can be used to assist a school with its year-end and ongoing reconciliation processes. Schools also use the YTD Record for the purpose of rebuilding a complete student record or Pell Grant database.

- For rebuilds for the 2005-2006 Award Year, the school can submit the data request via the COD Web site or batch.
- For rebuilds for the 2004-2005 and earlier award years, the school must contact the COD School Relations Center by e-mail to [CODSupport@acs-inc.com](mailto:CODSupport@acs-inc.com). The school should include "Pell YTD" in the subject line. If a school is unable to e-mail its request, it can contact the COD School Relations Center by phone. [10/03/05 (Updated 10/27/05)]

## Resolved Issues In Clean Up

COD has implemented code fixes for the issues listed below and is cleaning up the affected records. After a clean up has been completed, its status will be updated and it will remain in this section for an additional 7 calendar days.

<u>Issue</u>	<u>In Progress</u>	<u>Completed</u>
Pell Grant Information Not Updated In NSLDS	√	